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1. Until 1948 the Minister's Cabinet of the Ministry of Agriculture was simply the personal secretariat of the Minister. It handled only those matters which pertained directly to the Minister personally and had no other function. The personnel of the Minister's Cabinet consisted of one or two secretaries, three typists, two drivers, and one or two clerks. After the Communist coup in 1948, the Minister's Cabinet was enlarged, becoming an actual office within the Ministry or Cabinet of the Ministry of Agriculture. This change was a result of abolishing the Presidium of the Ministry; in principle, the Cabinet served as intermediary between the Minister and the various components of the Ministry. The Minister still had his personal secretary who was not an official of the Cabinet although, on paper, he served as intermediary between the Minister and his Cabinet. In fact, the secretary's responsibility depended upon his relationship with the Minister. Thus VLADYKA, the Minister's secretary at the [] was more powerful under former Minister NEPOMUCKY than under his successor, UHER.

2. The Cabinet was headed by a chief and had the following branches: Secretariat, Control Branch, and Branch for Special Functions.
3. The Secretariat kept the documents and correspondence files of the Minister and did the necessary typing. Five typists were employed in this branch.
4. The Control Branch employed two officials. This branch investigated claims, either from outside or within the Ministry, addressed to the Minister, made against the Ministry itself, its individual components, or subordinate elements. This branch also made sure that the orders of the Minister and other instructions destined for the Ministry as a whole were carried out within the designated period. This branch

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assisted the Cadre Department, etc., in assuring that the Ministry complied with the policies of the Party. This branch made sure that corrective measures (if necessary an investigation was made) were carried out as the result of reports of various inspection commissions sent by components of the Ministry of Agriculture or by the Ministry of State Control. After such a commission concluded an inspection, copies of its report were sent to the component of the Ministry of Agriculture concerned, to the Cabinet, sometimes to the Cadre Department and, in the more important cases, to the Chief Accountant. The reports prepared by a commission from the Ministry of State Control were always sent through the Cabinet to the Minister and the Chief Accountant.

5. The Branch for Special Functions handled occasional and more or less unexpected matters which pertained either to the Ministry as a whole or to more than one component. Thus, for instance, this branch organized the assignment of representatives of the Ministry to local, district, and regional national committees, to uniform agricultural cooperatives, and to tractor and machinery stations, in order to ensure proper harvesting and planting. ² This branch also handled instructions issued by the Ministry of National Defense which dealt with mobilization plans, AA defense, fire regulations, and pre-military training for students or institutions under the control of the Ministry. There were four officials who handled all of the above activities. There were two additional sections within the Branch for Special Functions:
 - a. Teletype Section handled teletype communication with other ministries, with ministry in charge of agriculture in Bratislava, and with regional national committees. There were two women in this section.
 - b. Secret Documents Control Section (Secret Protocol) recorded and controlled correspondence and documents classified secret and top secret. All mail for the Ministry was sorted in the mail room; all that from the Presidium, the Central Committee of the Communist Party, the ministries, other government agencies, embassies and consulates, as well as all correspondence marked secret or top secret, were immediately sent to the Secret Documents Control Section. The chief of this section read and determined the classification required for correspondence which was not already classified. The classified correspondence and documents were recorded in a log (date received, office of origin, department or main administration within the Ministry of Agriculture concerned, and the ordinal number given to the document). A cover sheet indicating the number of copies, with space for recording the names of all persons who saw the document as well as justification for their seeing it, was attached to the document. The Secret Documents Control Section had to be informed when a document was transferred from one employee to another or from one department to another. During 1953 each piece of correspondence classified secret was stamped with a number from a series starting with 3001, top secret correspondence with numbers starting with 4001.
6. During 1952 the Ministry of Agriculture, as all other ministries, had to submit to the Ministry of Interior a list of subjects which should be classified secret or top secret. The list was returned to the Ministry of Agriculture with comments. The Ministry of Interior reduced the number of subjects considerably, recommending that most of them be classified confidential. Subsequently the Secret Documents Control Section classified subjects not included on

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the list in accordance with the classification for similar categories. In general all documents which dealt with budgeting, T/O, overall planning and statistical data, monthly accountings, overall government orders for supplies destined for schools and institutes, comprehensive stock inventories, agendas for meetings of the Ministers' Collegium, everything concerning Soviet experts, telephone bills of the Minister and his deputies (in accordance with the general policy of keeping home telephone numbers of government executives secret), and all other matters dealing with the economy of agriculture were classified secret. All documents dealing with national defense (most important were mobilization plans) were classified top secret. Instructions for handling secret and top secret documents within the Ministry were prepared by the StB and given to the executives of the Ministry in special meetings held in 1952. Employees who handled these documents were also given the instructions. The number of employees who had access to secret and top secret documents was very limited. A list of these employees was submitted to the StB for approval. Special clerks handled classified documents in the Ministry and each chief of a branch was held responsible for following the instructions of the StB when the document was in his branch. The document was given to the chief personally; he in turn handed the document to his subordinate concerned, obtaining a written receipt. A courier was used for sending documents to another government office, including the ministry in charge of agriculture in Bratislava. There were three employees and one chief in the Secret Documents Control Section. The chief was responsible to the StB. This section kept duplicate keys or combinations for all safes in the Ministry and was authorized to open any safe, in the presence of StB or plant guards, in order to determine if all documents which should be in the safe were actually there. This could be done in the absence of and/or without the knowledge of the person responsible for the safe and/or the documents.

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